

PEDS Data Entry Training Achievement Milestones Status Updates

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of training

- To define “achievement milestones.”
- To learn how to update the status of achievement milestones in PEDS.
- To learn how to edit and delete status updates from PEDS.

Achievement Milestones

Definition

A feature used to track progress toward the attainment of locally-specified performance measures.

Users can monitor completion of tasks in a contracted scope of work, such as for:

- Managing contracts (e.g., “Hold XX trainings for foster parents”).
- Measuring performance not captured by the statewide evaluation (e.g., “Serve XX grandparents”).
- Monitoring local outcomes (e.g., “Increase percent of families with Parental Stress Index in normal range at follow-up”).

Achievement milestones are for local use. They are not required elements of the statewide evaluation.

How do I update the status of achievement milestones in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

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Please select a Reporting Period: 2005-2006 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Start Date: 10/13/2005 End Date: 10/27/2005
Enter/View Data for Strategy:
Direct Service Provider Capacity Building
Nonduplicated Counts Infrastructure Investments
Community Strengthening Systems Change Activities

Achievement Milestones
Enter/View Data

Funds Spent
By Strategy

(Individual Data)
Add a New Core Participant:
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participant (INC):
Non-Core Guardian Non-Core Child 0-5
Search For Participant:
Last Name: Gender: Type: Status: Search

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 10/13/2005 End Date: 10/27/2005
Enter/View Data **Design Groups**

Click Enter/View Data button.

Funded Program: Mayberry Resource Center

Done Trusted sites

Achievement Milestones

Status updates

FIRST 5 CALIFORNIA Main Menu
Statewide Data Collection and Evaluation *Achievement Milestones*

Achievement Milestones

Category: Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive: Active

Date Started	Description	Status	Status Date	Active	Category
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active	
07/01/2005	180 families will have successfully connected to community resources	No Achieved Status	07/01/2005	Active	

Achievement Milestone Information:

Description: 150 parents will attend a Child Safety Fair

Type: Units Unit/Percentage Description: Parents attending Child Safety

Category: Inactive: ☐ Inactive Date:

Date/Quantity:

Date Started (mm/dd/yyyy): 07/01/2004 Starting Quantity: 0

Date Targeted (mm/dd/yyyy): 07/01/2005 Targeted Quantity: 150

Refresh

Achievement Status

Select the record you wish to update from the browser.

Click **Achievement Status** button to update this record.

Achievement Milestones

Status updates

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Achievement Status

Achievement Milestones Achievement Status

Date	Cumulative Quantity	Status
08/15/2004	50 Parents attending Child Safety Fair	In Progress

Enter the mm/dd/yyyy into the **Date** field.

Achievement Milestone Status Information:

Description: 150 parents will attend a Child Safety Fair

Date:

Cumulative Quantity: Parents attending Child Safety Fair

Status: ☐ Completed ☐ In Progress ☐ Discontinued

Notes:

Add Refresh

Done Trusted sites

Achievement Milestones

Status updates

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Achievement Status

Achievement Milestones Achievement Status

Date	Cumulative Quantity
08/15/2004	50 Parents attending Child Safety Fair

Achievement Milestone Status Information:

Description: 150 parents will attend Child Safety Fair

Date: 06/30/2005

Cumulative Quantity: 160

Parents attending Child Safety Fair

Status: ☐ Completed ☐ In Progress ☐ Discontinued

Notes:

Done Trusted sites

For unit or percentage measurements, enter the **Cumulative Quantity** of achieved progress.

PEDS does **not** automatically calculate total quantities. Add any additional progress for a cumulative total here.

Achievement Milestones

Status updates

The screenshot shows a web application for updating achievement milestones. At the top, there is a navigation bar with 'Main Menu' and 'Help'. Below this, the 'Achievement Status' section is active. A table lists milestones with columns for 'Date' and 'Cumulative Quantity'. One entry shows '08/15/2004' and '50 Parents attending Child Safety Fair'. Below the table, the 'Achievement Milestone Status Information' form is displayed. It includes fields for 'Description' (150 parents who attend a Child Safety Fair), 'Date' (06/30/2004), and 'Cumulative Quantity' (160). The 'Status' is set to 'Completed' with radio buttons for 'Completed', 'In Progress', and 'Discontinued'. A 'Notes' field contains the text: '160 total parents attended at least one of the five offered Child Safety Fairs.' At the bottom of the form are 'Add' and 'Refresh' buttons. Callouts provide instructions: a large light blue bubble points to the status options saying 'Click to indicate whether achievement milestone is Completed, In Progress, or Discontinued.'; a smaller light blue bubble points to the notes field saying 'Enter Notes (optional).'; a light blue bubble points to the 'Add' button saying 'Click Add.'; and a pink octagonal bubble on the left says '“Discontinued” status does not inactivate an achievement milestone.'

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Achievement Status

Achievement Milestones Achievement Status

Date	Cumulative Quantity
08/15/2004	50 Parents attending Child Safety Fair

Achievement Milestone Status Information

Description: 150 parents who attend a Child Safety Fair

Date: 06/30/2004

Cumulative Quantity: 160 Parents attending Child Safety Fair

Status: ☒ Completed ☐ In Progress ☐ Discontinued

Notes: 160 total parents attended at least one of the five offered Child Safety Fairs.

Add Refresh

Trusted sites

How do I edit a status update in PEDS?

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Achievement Status

Achievement Milestones Achievement Status

Date	Cumulative Quantity	Status
08/15/2004	50 Parents attending Child Safety Fair	In Progress
06/30/2005	160 Parents attending Child Safety Fair	Completed

Achievement Milestone Status Information:
Description: 150 parents will attend a Child Safety Fair
Date: 06/30/2005
Quantity: 160 Parents attending Child Safety Fair
☒ Completed
160 total parents attended at least one of the five offered Child Safety Fairs.

Delete Edit Refresh

Trusted sites

Select the record you wish to edit from the browser.

Make any necessary changes, and click **Edit** to save changes.

A milestone marked **Completed** cannot be changed to **In Progress** or **Discontinued**.

How do I delete a status update from PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' Achievement Status web application. At the top, there is a 'Main Menu' bar. Below it, the 'Achievement Milestones' section is active, displaying a table with the following data:

Date	Cumulative Quantity	Status
08/15/2004	50 Parents attending Child Safety Fair	In Progress
06/30/2005	160 Parents attending Child Safety Fair	Completed

A 'Microsoft Internet Explorer' dialog box is open in the center, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. Below the table, the 'Achievement Milestone Status Information' section is visible, showing details for the '06/30/2005' entry: Description: 150 parents will attend a Child Safety Fair, Date: 06/30/2005, Cumulative Quantity: 160, Status: Completed, and Notes: 160 total parents attended at least one of the five offered Child Safety Fair.

At the bottom of the page, there are three buttons: 'Delete', 'Edit', and 'Refresh'. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK** to delete.

Achievement Milestones

Applicable Reports

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Direct Services Data Export (Individual)

Participant Data

- Direct Service Contacts by Demographics
- Nonduplicated Participant Counts
- Counts of Participants (Some Duplication)
- Nonduplicated Participant Count by Service
- Participant Detail Data Export (Individual)

Outcome Data (Core)

- Intake Report
- Intake / Follow-up Report
- Pivot Table Report
- Intake/Follow-up Due Report
- Intake / Follow-up Schedule

Progress and Fiscal Reports

- Funds Spent by Strategy
- Achievement Milestones**

Service Quality Reports

- Intensity of Services
- Duration of Services
- Comprehensiveness of Services

User: sanders.mary (0 login attempts since 10/26/2005 1:39:03 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

Done Trusted sites

Updating Achievement Milestones

Summary of data entry

To Add updates

- Select achievement milestone to update.
- Click **Achievement Status**.
- Enter date.
- Enter cumulative quantity (unit and percentage measurements only).
- Select **Completed**, **In Progress**, or **Discontinued**.
- Enter notes (optional).
- Click **Add**.

To Edit updates

- Select achievement milestone to edit.
- Click **Achievement Status**.
- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

To Delete updates

- Select achievement milestone to delete.
- Click **Achievement Status**.
- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.